



Amended

FOOD AND DRUG ADMINISTRATION
AN EQUAL OPPORTUNITY EMPLOYER
V A C A N C Y A N N O U N C E M E N T

FDA IS SMOKE-FREE

Announcement Number: FDA-8-4030

Opening Date: September 2, 1998

Closing Date: October 9, 1998

Position Title: Budget Analyst

Series & Grade: GS-560-13

Promotion Potential: None

Salary Range: \$55,969 - \$72,758 per annum

Area of Consideration: Government Wide

Type of Appointment: Career/Career Conditional

Relocation expenses: Will not be paid

Organization, Duty Location: DHHS, FDA, Center for Veterinary Medicine (CVM), Office of Management and Communications, Administrative Management Staff, Rockville, MD, Metro Park North 2 Building

JOB SUMMARY:

The budget analyst position is located in the Office of Management and Communications, Administrative Management Staff, Center for Veterinary Medicine. The functional statements for the Office and the Staff are published in the current Staff Manual Guide, 1240.1102.

Specific duties include:

- Performs a wide variety of administrative and analytical duties connected with the acquisition and execution of the Center for Veterinary Medicine's budget, including Payroll Management.
- Reviews and analyzes budget requests and reports submitted by Center-wide components to determine their technical and mathematical accuracy, the adequacy of their supporting narrative justifications, their impact on future years, and their conformity to budgetary policy and guidelines.
- Provides expert advice on all phases of budgeting and FTE ceilings to program managers and budget staffs of the major components and offices of the Center.
- Develops proposals for budgetary policy and guidelines to be issued to Center components, as well as a similar material related to the FTE reporting system.
- Monitors the execution of assigned portions of the approved Center budget through which nationwide law enforcement and programs of benefit to the public are funded.
- Prepares formal consolidated budget and FTE forecasts and reports required by FDA, HHS, OMB, and Congress during the course of the fiscal year, with emphasis on current-year programs and their continuation in the base of budget-year and out-year funding estimates.
- Coordinates budgetary actions when appropriate with other agencies that have similar public health missions.
- Develops cost-benefit analyses of proposed budgetary and program actions and advises Center managers and supervisors of most advantageous courses of action.
- Develops new systems and finds new sources of information that strengthen the analytical capabilities of the staff or other FDA components involved in budget, planning, management, or FTE activities.
- Maintains and analyzes employment data that serves as a basis for payroll projections, Agency reports on manpower utilization; serves as focal point for Agency's FTE reporting system and makes employment projections for Center-wide components on the basis of data collected and own knowledge.

***Amended* To extend closing date**

QUALIFICATIONS:

Candidates must have 52 weeks of specialized experience equivalent to the GS-12 grade level in the Federal service.

Specialized experience is experience which is typically in or directly related to the work of the position such as:
Experience in the budget execution process.

Candidates must meet all qualification requirements, including time-in-grade, within 30 days after the closing date.

EVALUATION METHOD:

Candidates found basically qualified will be further evaluated by determining the extent to which their work or related experience, education, training, awards, etc., indicate their possession of the knowledge, skills, and abilities (KSA's) described below.

- 1. Ability to communicate in writing in performing financial analysis work.**
- 2. Ability to communicate orally in performing financial management work.**
- 3. Ability to provide assistance and consultation on financial matters.**
- 4. Knowledge of the federal budget process and financial management practices and procedures.**

HOW TO APPLY:

- A. Candidates may submit an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application **must** include the following information:

VACANCY INFORMATION

*Vacancy Announcement Number, Title, Grade

PERSONAL INFORMATION

*Full legal name

*Mailing address

*Social Security Number

*Home and Work telephone numbers

*Birth Date

*Citizenship

*Reinstatement eligibility

*Highest Federal civilian grade held (give job series, dates held)

EDUCATION (Transcripts may be substituted for most of the following)

*Date of high school graduation or GED

*Name, location and dates of each college/university attended

*Type of degree(s), if any, date(s) received

*Major field of study

*Total semester or quarter hours

*Undergraduate GPA or class rank

EXPERIENCE - most relevant to this position include:

*Name of employer (Supervisor)

*Address and telephone number of employer

*Dates of employment (month/year)

*Job title

*Brief description of your duties and responsibilities for each job listed

*Average hours worked for each position if less than 40 hours per week

TRAINING-To receive credit for relevant training:

*List of course titles, dates, number of hours attended and name(s) of the institution(s)

HONORS AND AWARDS-If relevant to position for which applying

*Description of honors and/or awards along with dates acquired

SKILLS/SPECIAL QUALIFICATIONS-If relevant to the position for which applying

- *Language skills (other than English)
- *License(s) and date(s) acquired
- *Typing Speed/Words Per Minute (WPM)
- *Dictation Speed/WPM

B. Additional information/completed forms to be submitted, if checked; failure to submit requested information/documents may result in nonconsideration or a lower rating in the evaluation process.

- ☒ Written response to the knowledge, skills and abilities
- ☒ If claiming veterans' preference, see additional information on this form
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course and/or changing occupational series; see additional information on this form for foreign education
- ☒ Current federal employees - most recent performance appraisal/evaluation
- ☒ Current **and** former federal employees - a copy of most recent complete SF-50, Notification of Personnel Action, to verify status

Applicant Background Survey: Please return the Background Survey with your application. This information you provide is used for statistical purposes. The return of this form is voluntary. Failure to return this form will have no impact on your consideration for this position.

ADDRESS:

**Food and Drug Administration
Office of Human Resources and Management Services
Attn: Mary Goodson
Room 211, Metro Park North I, HFA-423
7520 Standish Place
Rockville, MD 20855**

Additional forms and information may be obtained from the address above or by calling Mary Goodson at (301) 827-7332 or the Job Information Office at (301) 827-4070 (Voice/TTY).

If you would like a copy of the vacancy announcement faxed to you, please call FAXBACK at (301) 827-4287 or to have a copy mailed to you, please call the Job Information Line at (301) 443-1969. For employment information, visit our websites at <http://www.fda.gov> (click on "Index" and "Job Openings"). FDA employees can also access the FDA Intranet at <http://learnfda.fda.gov> (click on "Subject Index", "Personnel" and "Vacancy Announcements") or the OHRMS Home Page at <http://ohrms.fda.gov> (click on "Vacancy Announcements").

Applications received become the property of the Office of Human Resources and Management Services and will not be returned.

Applications submitted in postage paid Government envelopes will not be accepted.

ALL APPLICATION MATERIAL MUST BE POSTMARKED OR RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age (with authorized exceptions) or any other non-merit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.

This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Food and Drug Administration by the U.S. Office of Personnel Management.

CONDITION OF EMPLOYMENT: Certain positions within the FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek additional information during the interview process prior to accepting such a position.

Selection priority will be given to the best qualified CTAP applicants.

Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of **(1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;**
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. **This must be submitted with your application package;**
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; **and**
6. Be rated well qualified for the position.

“Well Qualified” means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well qualified applicant(s).

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) **Be a displaced Federal employee;**
- (2) **Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;**
- (3) **Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;**
- (4) **Occupy, or was displaced from a position in the same local commuting area of the vacancy;**
- (5) **Submit an application (including all required documentation) for a specific vacancy within the time frames established on the announcement and meet all the application and eligibility criteria;**
- (6) **Submit proof of eligibility; and**
- (7) **Be rated well qualified for the position.**

“Well Qualified” means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skill, and abilities (KSAs) to succeed in the position being filled. Under merit promotion procedures, a cut-off score will be used to determine the well qualified applicant(s). Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) IF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;

- (4) Official notification from O.M. that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.